



DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF G-1
300 ARMY PENTAGON
WASHINGTON DC 20310-0300

REPLY TO
ATTENTION OF

NOV 07 2006

DAPE-MPA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Referral Bonus Pilot Program (Change 4)

1. References:

- a. National Defense Authorization Act (NDAA) 2007
 - b. Department of the Army, Office of the Deputy Chief of Staff G-1, Memorandum Subject: Referral Bonus Pilot Program, 12 January 2006.
 - c. Department of the Army, Office of the Deputy Chief of Staff G-1, Memorandum Subject: Referral Bonus Pilot Program, 16 February 2006 (Change 1).
 - d. Department of the Army, Office of the Deputy Chief of Staff G-1, Memorandum Subject: Referral Bonus Pilot Program, 1 April 2006 (Change 2).
 - e. Department of the Army, Office of the Deputy Chief of Staff G-1, Memorandum Subject: Referral Bonus Pilot Program, 1 June 2006 (Change 3).
2. The purpose of this memorandum is to announce the enhancement of the maximum payment amount of the Referral Bonus. Effective 13 November 2006 the maximum bonus under the referral program is increased to \$2K. The amount will be payable in two lump sums as follows: \$1K will be paid upon commencement of basic training by the person referred and \$1K will be paid upon completion of One Station Unit Training (OSUT) or Advanced Individual Training (AIT). There are no retroactive provisions to this change. The payment will be \$1K for any referral made prior to 13 November 2006. The guidance published in references 1b through 1e above that governs all other areas of this program remains in effect.
3. This change requires the United States Army Recruiting Command (USAREC) and the Army National Guard (ARNG) to send DFAS two notifications of payment (where appropriate) for each person that is eligible to receive the referral bonus. The first notification of payment will be forwarded to DFAS upon commencement of basic training by the person referred. The second notification of payment will be paid upon completion of One Station Unit Training (OSUT) or Advanced Individual Training (AIT).

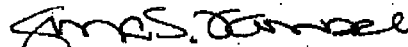
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4. NDAA 07 also provides that members of the Army and Army Retirees that are serving as instructors or administrators in the Junior Reserve Officer Training Corps (JROTC) program are not eligible to participate in the Referral Bonus Pilot Program.

5. The HQDA POC is Mr. Alphonso Green at (703) 695-7490 or Mr. Jerome Pionk at (703) 695-7472.

FOR THE DEPUTY CHIEF OF STAFF, G-1:



GINA S. FARRISEE

Brigadier General, GS

Director of Military

Personnel Management

DISTRIBUTION:

CG, USAAC (ATAL-O)

CG, USAREC (RCRO)

Director, National Guard Bureau (ASM)

Chief, Army Reserve (AFRC-PRT-R)



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6/1/06

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Referral Bonus Pilot Program (Change 3)

1. References:

- a. National Defense Authorization Act (NDAA) 2006, 6 January 2006.
- b. Department of the Army, Office of the Deputy Chief of Staff G-1, Memorandum Subject: Referral Bonus Pilot Program, 12 January 2006.
- c. Department of the Army, Office of the Deputy Chief of Staff G-1, Memorandum Subject: Referral Bonus Pilot Program, 16 February 2006 (Change 1).
- d. Department of the Army, Office of the Deputy Chief of Staff G-1, Memorandum Subject: Referral Bonus Pilot Program, 1 April 2006 (Change 2).

2. The purpose of this memorandum is to expand the Army policy for the Referral Bonus Pilot Program. Effective 1 June 2006, Army Retirees are eligible to provide referrals under this program and receive the \$1K bonus by referring persons that have not previously conducted an appointment with a recruiter. Army Retirees include: (1) Active Army Retirees, which includes retired officers and enlisted members of the Regular Army; and (2) Army Reserve Component Retirees, which includes Reserve members receiving retired pay, Reserve members who have transferred to the Retired Reserve after completing the requisite qualifying years credible for retired pay, but who have not yet reached 60 years of age, and retired members of the National Guard. As explained in paragraph 3b below, the bonus payments to Army Retirees that participate in this pilot program will not be offset against those members' retired/retainer pay. The guidance published in references 1b through 1d above that governs all other areas of this program remains in effect.

3. The following guidance is issued in support of the provisions reflected in 1b above:

a. Participation in section 645 recruiting and referral activities is not an "official duty." A member's participation in locating, recruiting, and referring persons interested in enlisting in the Army is strictly voluntary. The decision to encourage the enlistment of any person, and the time, place, manner, and duration of actions in furtherance of that objective, fall solely within the independent discretion of the members. Members who elect to engage in recruiting/referral activities under section 645 will maintain their existing status at all times. No members will be ordered into another duty status to facilitate participation in activities under section 645, as members in recruiting roles are specifically excluded from participating in the program (see section 645(c)(2)).

b. Section 645(d) authorizes a bonus of up to \$1,000 per referral. Receipt of this bonus does not require the offset of pay to which a member of the Army is entitled for the performance of "official duties," or to retired/retainer pay to which a member is entitled by virtue of past qualifying service. The law provides the Secretary of the Army a tool by which to encourage

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SUBJECT: Referral Bonus Pilot Program (Change 3)

and reward successful recruiting and referral efforts by members of the Army not otherwise assigned such a mission. The purpose of the bonus is not to supplant or offset the statutorily prescribed pay and allowances authorized a recipient by virtue of his or her extant military status.

c. In an effort to prevent the perception of a conflict of interest, Army Retirees that are JROTC instructors are not eligible to participate in the Referral Bonus Pilot Program.


d. The referral process outlined in 1b above will be applied to Army Retirees that participate in this program. The notification procedures to DFAS will be accomplished through submission of SF 1034 for each retiree that is eligible for payment under this program. The signature card holder must authorize payment on each SF 1034 received. The SF 1034 must reflect the Retiree's full name, SSN, current mailing address, and Routing Transmittal Number/Account Number from financial institution.

e. For tax purposes, DFAS must ensure the record of payment is forwarded to the Internal Revenue Service on each Retiree that receives a bonus under this pilot.

f. Section 645 does not limit the number of referrals that may enlist under this program; therefore, the number of participants is unlimited. The Army will closely monitor the number of eligible participants and ensure that the appropriate amount of funds are available to cover program costs. The Army projects that expanding the program to include retirees will increase the annual enlisted accessions by a combined total of 1,000 for all three components. This will result in obligating \$1M to cover the additional costs to the program. Specifically, the Army will obligate/disburse the funds once the recruit graduates from AIT. The specific authorizations will be tracked, on a monthly spreadsheet, by the U.S. Army Recruiting Command who will forward the spreadsheet to DFAS for payment processing.

4. The HQDA POC is Mr. Alphonso Green at (703) 695-7490.

FOR THE DEPUTY CHIEF OF STAFF, G-1:



SEAN J. BYRNE
Major General, GS
Director of Military
Personnel Management

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CG, USAAC (ATAL-O)

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4/1/06

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Referral Bonus Pilot Program (Change 2)


1. References:

- a. Title 10, United States Code, Armed Forces, March 2004.
- b. National Defense Authorization Act (NDAA) 2006, 6 January 2006.
- c. AR 601-210 (Regular Army and Army Reserve Enlistment Program), 16 May 2005.
- d. AR 601-2 (Army Promotional Recruiting Support Programs), 1 April 2001.
- e. Department of the Army, Office of the Deputy Chief of Staff G-1, Memorandum Subject: Referral Bonus Pilot Program, 12 January 2006.
- f. Department of the Army, Office of the Deputy Chief of Staff G-1, Memorandum Subject: Referral Bonus Pilot Program, 16 February 2006 (Change 1).

2. The purpose of this memorandum is to expand the Army policy for the Referral Bonus Pilot Program. Effective 3 April 2006, Regular Army and Army Reserve Future Soldier Training Program (FSTP) members are eligible to provide referrals under this program and receive the \$1K bonus on persons that have not conducted an appointment with a recruiter. The FSTP members will not receive the bonus payment until he or she accesses onto active duty. The guidance published in reference 1e and f above that governs all other areas of this program remains in effect.

3. The HQDA POC is Mr. Alphonso Green at (703) 695-7490.

FOR THE DEPUTY CHIEF OF STAFF, G-1:


SEAN J. BYRNE
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2/16/06

DAPE-MP

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Referral Bonus Pilot Program (Change 1)

1. References:


- a. Title 10, United States Code, Armed Forces, March 2004.
- b. National Defense Authorization Act (NDAA) 2006, 6 January 2006.
- c. AR 601-210 (Regular Army and Army Reserve Enlistment Program), 16 May 2005.
- d. AR 601-2 (Army Promotional Recruiting Support Programs), 1 April 2001.

e. Department of the Army, Office of the Deputy Chief of Staff G-1, Memorandum Subject: Referral Bonus Pilot Program, 12 January 2006

2. The purpose of this memorandum is to expand the Army policy for the Referral Bonus pilot program. Effective 17 February 2006, Soldiers performing Hometown Recruiter Assistance Program (HRAP), Special Recruiter Assistance Program (SRAP), or Additional Duty Special Work (ADSW) duty are eligible to provide referrals under this program and receive the \$1K bonus, on persons that have not conducted an appointment with a recruiter. The guidance published in reference 1e above that governs all other areas of this program remains in effect.

3. The HQDA POC is Mr. Alphonso Green at (703) 695-7490.

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Chief, Army Reserve (AFRC-PRT-R)
DFAS (Mr. Lance Baker)



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1/12/06

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Referral Bonus Pilot Program

1. References:

- a. Title 10, United States Code, Armed Forces, March 2004.
- b. National Defense Authorization Act (NDAA) 2006, 6 January 2006.
- c. AR 601-210 (Regular Army and Army Reserve Enlistment Program), 16 May 2005.
- d. AR 601-2 (Army Promotional Recruiting Support Programs), 1 April 2001.

2. Responsibilities:

- a. Army G1. Coordinate the appropriations necessary to support funding for this program.
- b. Office of the Chief Public Affairs. Announcement and marketing of this program. This includes Strategic communications and public affairs guidance.
- c. HQ USAREC. Establish program to collect the leads for the Regular Army and Army Reserves, maintain the files on who was referred and the person who made the referral and monitor the progress of the lead through completion of Advanced Individual Training (AIT). USAREC will notify the Defense Finance and Accounting Service (DFAS) when a payment is authorized.
- d. Army National Guard Bureau. The Army National Guard will establish a program to collect leads for the ARNG, maintain the files on who was referred and the person who made the referral and monitor the progress of the lead through completion of AIT. The ARNG will notify DFAS when a payment is authorized.
- e. DFAS. Identify and appoint a person for coordination of payment for each category of eligible Soldiers. Develop a system of tracking payment and notification procedures to inform USAREC that payment was made to the Soldier(s) concerned.

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SUBJECT: Referral Bonus Pilot Program

3. The purpose of this memorandum is to outline policy for the Army's Referral Bonus program. This program will permit a bonus payment of not more than \$1,000 to eligible Soldiers who refer an applicant who has not previously served in the Armed Forces. The applicant must subsequently enlist in the Regular Component of the Army, Army Reserve, or Army National Guard, and then successfully complete Basic and Advanced Individual Training (AIT).
4. The referral bonus program is a pilot test. It is open to individuals in the Regular Component of the Army, the Army Reserve (SELRES), or Army National Guard (SELRES) to include AGR Soldiers on active duty. The referrals may be made to any component of the Army (Active, Reserve, or National Guard) and do not have to be in the same component as the referring Soldier. Regular Army and Army Reserve referrals will be made to HQ, USAREC. Referrals to the Army National Guard will be made to the Army National Guard Headquarters.
5. Effective 18 January 2006, Soldiers who make referrals may receive a referral bonus for referring anyone who is qualified, has no prior military service in the Armed Forces, and completes military training, except a member of their immediate family. Immediate family is defined as spouse, parent (including step-parent), child (natural, adopted or step-child), brother or sister. The person referred may not be in any stage of the enlistment process (appointment must not have been conducted by a recruiter). Eligible Soldiers may receive a bonus for referrals under this program through 31 December 2007.
6. The following Soldiers are not eligible to participate in the Referral Bonus Program:
 - a. Any member of the Regular Army, Army Reserves, or Army National Guard serving in a recruiting or retention assignment, receiving Special Duty Assignment Pay (SDAP) (at any level) for recruiting or retention duties or assigned to duties regarding which eligibility for a bonus could, as determined by the Secretary of the Army, be perceived as creating a conflict of interest, are not eligible to receive a referral bonus. These include Detailed or Cadre Recruiters, Contract Recruiters, General Schedule (GS) Recruiters, Company Commanders, First Sergeants, Battalion and Brigade Commanders and Command Sergeants Major, Retention Career Counselors, or personnel serving in equivalent positions in the Army National Guard.
 - b. Exceptions to 6A above are staff members that are not directly involved with the processing of applicants for enlistment. Staff refers to those Soldiers who cannot process or enlist anyone into the Army including those that are receiving staff level SDAP not specifically mentioned in 6a above.
 - c. Soldiers identified in 6A above will be ineligible to receive a referral bonus for 3 months following reassignment outside their recruiting and retention duties. Soldiers who are performing Hometown Recruiter Assistance Program (HRAP), Special Recruiter Assistance Program (SRAP) and Active Duty for Special Work (ADSW) in

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SUBJECT: Referral Bonus Pilot Program

recruiting or retention duties are not eligible and cannot provide referrals under this program until completion of their tour in either of the aforementioned programs.

7. The bonus amount will be paid in a lump sum to the referring Soldier once the qualified applicant completes Basic and AIT (regardless of component). There are no retroactive provisions to this pilot program. DFAS and the Soldier who made the referral will be notified by USAREC when the person referred completes AIT. Payments will be made directly to the referring Soldier's military pay account through an Electronic Funds Transfer (EFT) within 45 days after the person that was referred completes AIT. If the Soldier has not received the bonus within 45 days, he or she may contact the USAREC or ARNG Program Manager or designated representative to file an inquiry for their pay. This action will not be handled by the local finance office.

8. The referral process for this program is provided below:

a. For Regular Army and Army Reserves, the referring Soldier must either submit the referral through a process via the SMART link at <https://www.usarec.army.mil/smart> or through the USAREC 800 Line (1-800-223-3735 extension 6-0473) dedicated to this program. To receive a bonus, the sponsor (person making the referral) must provide the name, address, social security number and contact phone number of the applicant using this process, prior to the applicant conducting an appointment with a recruiter. The person who is making the referral will be required to submit their social security number to facilitate payment via DFAS.

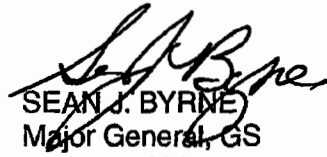
b. For the Army National Guard, the referring Soldier must either submit the referral through a process via the ESAR (every Soldier is a recruiter) on-line portal located at www.1800goguard.com/esar or through the ARNG 800 line (1-800-go-guard extension 3727) dedicated to this program. To receive a bonus, the sponsor (person making the referral) must provide the name, address, social security number and contact phone number of the applicant using this process, prior to the applicant conducting an appointment with a recruiter. The person who is making the referral will be required to submit their social security number to facilitate payment.

c. All information provided by the Soldier making the Regular Army/Army Reserve Referral will be authenticated by USAREC to determine their eligibility. Likewise, all information provided by the Soldier making the National Guard referral will be authenticated by the Army National Guard to determine their eligibility. Once contact is made with the person who was referred, the Soldier who has made the referral will be notified by mail of the current status. If the prospect is not found to be qualified or does not enlist, the Soldier who made the referral will be notified; however, due to privacy requirements, the exact reasons for disqualification or failure to complete training will not be disclosed. This referral process will be incorporated into the next revision of AR 601-2 under policy governing the SMART program.

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9. The HQDA POC is Mr. Alphonso Green at (703) 695-7490 or Mr. Jerry Pionk at (703) 695-7472.

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